

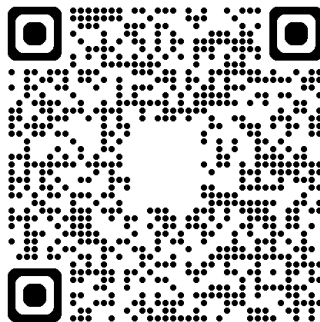


# **IMMIGRANT FAMILY COMMUNITY RESOURCES**



**San Mateo Union  
High School District**  
MULTILINGUAL LEARNER PROGRAMS

This handbook is a guide for our Immigrant community with resources curated from Immigrant Legal Resource Center (ILRC) and the San Mateo County Office of Community Affairs. For the most up-to-date information, please scan the QR code or visit: <https://www.smuhsd.org/students/student-support-and-information/undocumented-students>





# SMUHSD

## Equity Vision and Mission

**VISION:** All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

**MISSION:** We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally and academically.



# Know Your Rights: Immigration

## Prepare

Anyone with immigration legal concerns is encouraged to consult with a trusted legal services provider. They can help you explore possible immigration options, and assist families in preparing for a possible immigration-related emergency.

Community Legal Services in East Palo Alto	650- 326-6440
Catholic Charities Immigration Services	650- 295-2160
Legal Aid Society of San Mateo County	650- 558-0915
Immigration Institute of the Bay Area	650- 750-7530

## Plan

Make a plan with your family that includes emergency childcare. Ensure that everyone in your household knows how to reach the Rapid Response Hotline. Review the constitutional rights on the Red Card (below) and practice using the Red Card to assert your rights.

**Know Your Rights Resources:**  
[smcgov.org/ceo/know-your-rights](http://smcgov.org/ceo/know-your-rights)

**Family Preparedness Plan:**  
[ilrc.org/resources/family-preparedness-plan](http://ilrc.org/resources/family-preparedness-plan)

## Respond

If immigration enforcement officials approach you, remain calm and do not run away. Remain silent and use the Red Card below to assert your constitutional rights. Call the Rapid Response hotline at 203-666-4472 for immediate support.

### Rapid Response Hotline

If immigration comes to your home, work, or neighborhood, or if there are ICE raids nearby, call the San Mateo County Rapid Response Hotline at 203-666-4472 (203-NO-MIGRA).



Cut and fold the Red Card below to fit it in your wallet.



### You have constitutional rights:

- DO NOT OPEN THE DOOR if an immigration agent is knocking on the door.
- DO NOT ANSWER ANY QUESTIONS from an immigration agent if they try to talk to you. You have the right to remain silent.
- DO NOT SIGN ANYTHING without first speaking to a lawyer. You have the right to speak with a lawyer.
- If you are outside of your home, ask the agent if you are free to leave and if they say yes, leave calmly.
- GIVE THIS CARD TO THE AGENT. If you are inside of your home, show the card through the window or slide it under the door.

**Rapid Response Hotline: 203-666-4472**

- I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution.
- I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door.
- I do not give you permission to search any of my belongings based on my 4th Amendment rights.
- I choose to exercise my constitutional rights.

*These cards are available to citizens and noncitizens alike.*





# San Mateo County Rapid Response Line

**REPORT ICE ACTION!**  
**(203) NO-MIGRA**  
**(203) 666-4472**



**IF ICE COMES TO  
YOUR HOME,  
WORKPLACE, OR  
NEIGHBORHOOD,  
REPORT THIS  
ACTION BY  
CALLING THE  
HOTLINE AND  
SEND HELP TO  
THOSE  
IMPACTED**

**HELP PROTECT  
YOUR COMMUNITY**

**CALL (203) 666-4472**

## **COMMUNITY RESPONSE LINE**

**Call for attorney referrals and  
general information on:**

- IMMIGRATION PROBLEMS
- RENT INCREASES, EVICTIONS,  
LIVING CONDITIONS
- WORKERS' RIGHTS VIOLATIONS

**KNOW YOUR RIGHTS AND  
PROTECT YOUR COMMUNITY!**





# STEP-BY-STEP FAMILY PREPAREDNESS PLAN

How immigrant families can more proactively  
prepare for immigration emergencies that arise

**NOVEMBER 2024**

Every family should have a Family Preparedness Plan in case of an emergency. It is critical for immigrant families to think ahead and set more concrete plans for immigration emergencies that can arise. For example, this Resource Toolkit goes into detail about different childcare options available in case of an absent parent, where to find trusted immigration services in your community, and how to prepare to assert your constitutional rights in the presence of an immigration officer.

This toolkit is divided into different sections that give guidance on family preparedness planning, regardless of immigration status. It gives additional advice to undocumented and/or mixed status families.

For more immigration community resources, visit [ilrc.me/resources](https://ilrc.me/resources).

## NOTE

**THE ILRC HAS ALSO CREATED A SHORTER, MORE CONDENSED VERSION OF THIS FAMILY PREPAREDNESS PLAN. IT CAN BE FOUND BY HEADING TO [ILRC.ME/FAMPREP](https://ilrc.me/famprep)**

## PART I: MAKE A CHILD CARE PLAN

It's important to have a plan so that a trusted adult can care for your child if you cannot. This plan should include emergency numbers, a list of important contact information, and a file with important documents. Whether you want your child to accompany you to your home country in the event you face deportation or wish for

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your child to stay in the United States in the care of another trusted adult, you should make needed arrangements in advance. This toolkit includes information about the options, especially for California, available to create an informal or formal care arrangement for your child.

## PART I: MAKE A CHILDCARE PLAN

### DECIDE WHAT KIND OF A CHILD CARE PLAN YOU WANT TO PUT IN PLACE

There are various ways to plan for another adult to care for your child if you are unable to do so. Some of the options, especially for California are:

- 1. Verbal Agreement:** The most informal arrangement is to let another adult know of your wishes for your child and to **verbally agree with them that they will carry out your wishes to care for your child if you cannot.** The benefit of this is that it is informal and easy - you do not need to complete any forms or legal documents, and such an agreement will not affect your parental rights. The downside of this informal arrangement is that your chosen caregiver will not have legal authority to make medical or school-related decisions on behalf of your child, which would be problematic if you were deported and unable to care for your child for an extended period of time.
- 2. Caregiver's Authorization Affidavit ("CAA"):** The next option **in California** is to not only get another adult's verbal agreement to care for your child in the event you are unable to, but to have that adult complete a **Caregiver's Authorization Affidavit ("CAA")**, which allows them to make certain school and medical decisions on behalf of your child. The benefit of this approach is that the CAA can be given to your child's school or health care provider so that your chosen caregiver can make certain decisions for the child, and it does not affect your parental rights (you still have custody and control of your child). More information about the CAA and a form you can use are included in Part IV of this toolkit. **Please note: the included Caregiver's Authorization Affidavit can only be used in California.**
- 3. Guardianship:** The most formal arrangement is to **have a court appoint a guardian for your child.** The benefit of guardianship is that once someone has been appointed as a guardian by a California Probate Court, that person has full legal

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and physical custody of your child, meaning they can make decisions on behalf of your child. **Please note: When a guardian is appointed, this does not terminate parental rights, but it does suspend them while the guardianship is in place.** The drawback of guardianship is that it must be terminated by the Probate Court in order to get your parental rights back. Please note you must file a petition in the Probate Court requesting the court to terminate the guardianship and it is up to the Judge to decide on what the best option for your child is.

Keep in mind that in California you cannot grant another person guardianship of your child informally or through a power of attorney - only a state court can do that. However, you can prepare a Form GC-211 to nominate a specific person to be the guardian of your child. The court will then consider Form GC-211 if and when a guardianship petition is filed. You can also make the nomination conditional upon your detention and/or deportation by completing an attachment to the form GC-211 that specifies when the nomination will be effective. Nominating someone else to have legal custody of your child is a serious decision; please connect with a trusted legal services provider to get more information.

## A NOTE ON POWER OF ATTORNEY

A power of attorney is a written document that you can sign to grant another person the authority to act on your behalf in specified ways. For example, a power of attorney may be used to designate another person to handle your finances, make business decisions, use your money to pay your rent or mortgage, use your money to provide for your child, and other similar actions.

**In California, we do not recommend that a power of attorney be used to designate another person to care for your child.** While a power of attorney may be a good option in other states, in California, it cannot be used to transfer custody of your children to another person (only a state court can do that). It may be possible to use a power

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of attorney to grant someone else the authority to make medical and educational decisions on behalf of your child, but in California completing the Caregiver's Authorization Affidavit is a simpler and less costly way to do the same thing.

## **WRITE DOWN INSTRUCTIONS IF YOUR CHILD HAS ANY MEDICAL CONDITIONS AND/OR TAKES ANY MEDICATIONS**

Make sure to write down any medical conditions or allergies your child has, any medications that your child takes, as well as doctor and health insurance information. Keep a copy of this information in your important documents file. Give a copy to your child's school and the adult you designate to care for your child. Let your child know where to find this information if you are not around.

## **MAKE SURE YOUR CHILDREN ALL HAVE PASSPORTS**

If your child was born in the United States, visit [www.travel.state.gov](http://www.travel.state.gov) for more information on obtaining a U.S. passport. If your child was born in a different country, check with the embassy or consulate for more information on obtaining a passport.

## **INFORM YOUR FAMILY AND EMERGENCY CONTACTS ABOUT HOW TO FIND YOU IF YOU ARE DETAINED BY ICE**

Family members can use the ICE detainee locator: <https://locator.ice.gov/odls/#/search> to find someone in ICE custody. Be sure your family and emergency contacts have a copy of your A-Number (your registration number found on your immigration documents from ICE), if you have one.

## **TALK TO YOUR FAMILY ABOUT YOUR PLAN**

Without worrying them, assure your children that they will be taken care of if for some reason you are unable to care for them, even for a short time. Let them know who will care for them until you can.



# CAREGIVER'S AUTHORIZATION AFFIDAVIT

Use of this affidavit is authorized by Part 1.5 (commencing with Section 6550) of Division 11 of the California Family Code.

**Instructions:** Completion of items 1-4 and the signing of the affidavit is sufficient to authorize enrollment of a minor in school and authorize school-related medical care. Completion of items 5 through 8 is additionally required to authorize any other medical care. **Only complete items 5 through 8 if you are related to the child.** Type or print clearly.

The minor named below lives in my (the caregiver's) home and I am 18 years of age or older.

**1. Name of minor:** \_\_\_\_\_

**2. Minor's birth date:** \_\_\_\_\_

**3. My name (adult giving authorization):** \_\_\_\_\_

**4. My home address:** \_\_\_\_\_

**5.** ☐ I am the minor's grandparent, aunt, uncle, spouse, stepparent, brother, sister, stepbrother, stepsister, half-brother, half-sister, niece, nephew, first cousin, grandaunt, granduncle, great-grandparent, great-grandaunt, great-granduncle, or the spouse of one of these persons.

**6. Check one or both (for example, if one parent was advised and the other cannot be located):**

☐ I have advised the parent(s) or other person(s) having legal custody of the minor of my intent to authorize medical care, and have received no objection.

☐ I am unable to contact the parent(s) or other person(s) having legal custody of the minor at this time, to notify them of my intended authorization.

**7. My date of birth:** \_\_\_\_\_



**8. My California driver's license or identification card number:** \_\_\_\_\_

***WARNING: DO NOT SIGN THIS FORM IF ANY OF THE STATEMENTS ABOVE ARE INCORRECT, OR YOU WILL BE COMMITTING A CRIME PUNISHABLE BY FINE, IMPRISONMENT, OR BOTH.***

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

**Dated:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**NOTICES**

1. *THIS DECLARATION DOES NOT AFFECT THE RIGHTS OF THE MINOR'S PARENTS OR LEGAL GUARDIAN REGARDING THE CARE, CUSTODY, AND CONTROL OF THE MINOR, AND DOES NOT MEAN THAT THE CAREGIVER HAS LEGAL CUSTODY OF THE MINOR.*
2. *A PERSON WHO RELIES ON THIS AFFIDAVIT HAS NO OBLIGATION TO MAKE ANY FURTHER INQUIRY OR INVESTIGATION.*

**ADDITIONAL INFORMATION:**

**TO CAREGIVERS:**

1. *"QUALIFIED RELATIVE," FOR PURPOSES OF ITEM 5, MEANS A SPOUSE, PARENT, STEPPARENT, BROTHER, SISTER, STEPBROTHER, STEPSISTER, HALF-BROTHER, HALF-SISTER, UNCLE, AUNT, NIECE, NEPHEW, FIRST COUSIN, OR ANY PERSON DENOTED BY THE PREFIX "GRAND" OR "GREAT," OR THE SPOUSE OF ANY OF THE PERSONS SPECIFIED IN THIS DEFINITION, EVEN AFTER THE MARRIAGE HAS BEEN TERMINATED BY DEATH OR DISSOLUTION.*
2. *THE LAW MAY REQUIRE YOU, IF YOU ARE NOT A RELATIVE OR A CURRENTLY LICENSED, CERTIFIED, OR APPROVED FOSTER PARENT, TO OBTAIN RESOURCE FAMILY APPROVAL PURSUANT TO SECTION 1517 OF THE HEALTH AND SAFETY CODE OR SECTION 16519.5 OF THE WELFARE AND INSTITUTIONS CODE IN ORDER TO CARE FOR A MINOR. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR LOCAL DEPARTMENT OF SOCIAL SERVICES.*
3. *IF THE MINOR STOPS LIVING WITH YOU, YOU ARE REQUIRED TO NOTIFY ANY SCHOOL, HEALTH CARE PROVIDER, OR HEALTH CARE SERVICE PLAN TO WHICH YOU HAVE GIVEN THIS AFFIDAVIT. THE AFFIDAVIT IS INVALID AFTER THE SCHOOL, HEALTH CARE PROVIDER, OR HEALTH CARE SERVICE PLAN RECEIVES NOTICE THAT THE MINOR NO LONGER LIVES WITH YOU.*
4. *IF YOU DO NOT HAVE THE INFORMATION REQUESTED IN ITEM 8 (CA DRIVER'S LICENSE OR I.D.), PROVIDE ANOTHER FORM OF IDENTIFICATION SUCH AS YOUR SOCIAL SECURITY NUMBER OR MEDI-CAL NUMBER.*

*TO SCHOOL OFFICIALS:*

1. *SECTION 48204 OF THE EDUCATION CODE PROVIDES THAT THIS AFFIDAVIT CONSTITUTES A SUFFICIENT BASIS FOR A DETERMINATION OF RESIDENCY OF THE MINOR, WITHOUT THE REQUIREMENT OF A GUARDIANSHIP OR OTHER CUSTODY ORDER, UNLESS THE SCHOOL DISTRICT DETERMINES FROM ACTUAL FACTS THAT THE MINOR IS NOT LIVING WITH THE CAREGIVER.*
2. *THE SCHOOL DISTRICT MAY REQUIRE ADDITIONAL REASONABLE EVIDENCE THAT THE CAREGIVER LIVES AT THE ADDRESS PROVIDED IN ITEM 4.*

*TO HEALTH CARE PROVIDERS AND HEALTH CARE SERVICE PLANS:*

1. *A PERSON WHO ACTS IN GOOD FAITH RELIANCE UPON A CAREGIVER'S AUTHORIZATION AFFIDAVIT TO PROVIDE MEDICAL OR DENTAL CARE, WITHOUT ACTUAL KNOWLEDGE OF FACTS CONTRARY TO THOSE STATED ON THE AFFIDAVIT, IS NOT SUBJECT TO CRIMINAL LIABILITY OR TO CIVIL LIABILITY TO ANY PERSON, AND IS NOT SUBJECT TO PROFESSIONAL DISCIPLINARY ACTION, FOR THAT RELIANCE IF THE APPLICABLE PORTIONS OF THE FORM ARE COMPLETED.*
2. *THIS AFFIDAVIT DOES NOT CONFER DEPENDENCY FOR HEALTH CARE COVERAGE PURPOSES.*

## IMPORTANT CHILDREN'S INFORMATION

Keep this information so those you designate to care for your children in your absence have all of the information they need. Complete, save, and print a copy per child in your household.

Child's Name:	
Date of Birth:	
Child's Cell Phone Number (if applicable):	
School Name:	
School Address:	
School Phone Number:	
Teacher's Name:	
Teacher's Phone Number and/or Email (if applicable):	
Classroom Number:	
Afterschool Program (if applicable):	
Afterschool Program Phone Number (if applicable):	
Other Camp/Sports/Program:	
Other Camp/Sports/Program Phone Number (if applicable):	
Allergies:	
Medical Conditions:	
Medications:	
Doctor's Phone Number:	
Doctor's Address:	
Health Insurance Info:	

**THIS FILLABLE DOCUMENT CAN BE COMPLETED DIGITALLY VIA PDF VIEWER/EDITOR OR PRINTED AND COMPLETED WITH BLUE/BLACK INK.**

continued...

## EMERGENCY NUMBERS AND IMPORTANT CONTACT INFORMATION

Keep this information in one place so that you and your family can access it easily.

EMERGENCY NUMBERS	
Immediate Emergency	911
Police Department	
Fire Department	
Poison Control	
FAMILY CONTACTS	
Mother/Parent/Guardian	
Home Phone	
Cell/Mobile Phone	
Work Address	
Work Phone	
Father/Parent/Guardian	
Home Phone	
Cell/Mobile Phone	
Work Address	
Work Phone	
Other Emergency Contact and Relationship	
Cell/Mobile Phone	
Other Emergency Contact and Relationship	
Cell/Mobile Phone	
Other Emergency Contact and Relationship	
Cell/Mobile Phone	

continued...

<b>MISCELLANEOUS CONTACTS</b>	
<b>Doctor</b>	
<b>Phone Number</b>	
<b>Health Insurance Company</b>	
<b>Policy Number</b>	
<b>Pediatrician</b>	
<b>Phone Number</b>	
<b>Health Insurance Company</b>	
<b>Policy Number</b>	
<b>Dentist</b>	
<b>Phone Number</b>	
<b>Dental Insurance Company</b>	
<b>Policy Number</b>	
<b>Consulate</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Attorney/Nonprofit Legal Services Provider</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Church/Temple/Mosque/Place of Worship</b>	
<b>Address</b>	
<b>Phone Number</b>	

## FILE OF IMPORTANT DOCUMENTS

Keep a file of these documents or a copy of these documents in a safe place. Tell your children, family members, and emergency caregivers where to find this file in an emergency.

☐ **PASSPORTS**

☐ **BIRTH CERTIFICATES**

☐ **MARRIAGE LICENSE (IF APPLICABLE)**

☐ **CAREGIVER'S AUTHORIZATION AFFIDAVIT**

☐ **ANY RESTRAINING ORDERS YOU MAY HAVE AGAINST ANYONE (IF APPLICABLE)**

☐ **A-NUMBER AND ANY IMMIGRATION DOCUMENTS (WORK PERMIT, GREEN CARD, VISA, ETC.)**

☐ **DOCUMENTS DEMONSTRATING YOUR RESIDENCE IN THE UNITED STATES AND AMOUNT OF TIME YOU HAVE BEEN PHYSICALLY PRESENT IN THE UNITED STATES**

☐ **DRIVER'S LICENSE AND/OR OTHER IDENTIFICATION CARDS**

☐ **SOCIAL SECURITY CARD OR ITIN NUMBER**

☐ **REGISTRY OF BIRTH (FOR U.S. BORN CHILDREN REGISTERED IN PARENT'S HOME COUNTRY) (IF APPLICABLE)**

☐ **IMPORTANT CHILDREN'S INFORMATION**

☐ **EMERGENCY NUMBERS AND IMPORTANT CONTACT INFORMATION**

☐ **CHILDREN(S)' MEDICAL INFORMATION, INCLUDING HEALTH INSURANCE, MEDICATION LIST, AND DOCTOR'S CONTACT INFORMATION**

☐ **ANY OTHER DOCUMENTS YOU WOULD WANT TO BE ABLE TO FIND QUICKLY**

# Immigration Resources



## **Legal Aid Society of San Mateo County**

330 Twin Dolphin Drive #123,  
Redwood City, CA  
(Redwood Shores)  
650-558-0915

## **Community Legal Services in East Palo Alto\***

1861 Bay Road,  
East Palo Alto, CA  
650-326-6440

[www.clsepa.org](http://www.clsepa.org)

\*They handle all immigration  
needs including housing,  
immigration and DACA

## **Catholic Charities Refugee & Immigrant Services San Mateo County\***

36 37th Avenue,  
San Mateo, CA  
650-295-2160

[www.catholiccharitiessf.org](http://www.catholiccharitiessf.org)

\*They take SIJS and asylum  
generally, they have an  
Unaccompanied Minors team

## **Asian Pacific Islander Legal Outreach**

1121 Mission St.  
San Francisco, CA  
<https://www.apilegaloutreach.org>  
415-567-6255

## **Coastside Hope**

99 Avenue Alhambra,  
El Granada, CA  
650-726-9071

They specialize in immigration  
and citizenship services,  
including free classes.

## **Bay Area Legal Aid San Mateo County**

1048 El Camino Real, Suite A,  
Redwood City, CA  
Telephone: 650-358-0745  
Advice Line: 800-551-5554

## **Immigration Institute of the Bay Area - Redwood City Office**

650-780-7530  
[www.iibayarea.org](http://www.iibayarea.org)  
Provides legal services for  
immigration and citizenship



# Community Resources Recursos de la Comunidad



## FOOD DISTRIBUTION DISTRIBUCIÓN DE ALIMENTOS

### SAMARITAN HOUSE - CASA SAMARITANA

4031 Pacific Blvd, San Mateo  
650-341-4081

<https://samaritanhousesanmateo.org/>

Es NECESARIO registrarse en los servicios de despensa.  
You must register for services.

### CALL PRIMROSE

139 Primrose Road, Burlingame  
650-342-2255

<https://www.callprimrose.org>

Distribution: Monday-Friday: 9:30 a.m. - 2:45 p.m.  
Despensa lunes a viernes: 9:30 a.m. - 2:45 p.m.

### SECOND HARVEST FOOD BANK

<https://www.shfb.org/es/get-food/>

Diferentes localidades. Various locations of disbursement.  
Llame para informes/Call for locations:  
1-800-984- 3663

## COUNSELING SERVICES SALUD MENTAL/BIENESTAR

### STAR VISTA

<https://sanmateocrisis.org/>

610 Elm Street, Suite 212, San Carlos  
650-591-9623

### SAN MATEO COUNTY HEALTH-BEHAVIOR HEALTH & RECOVERY SERVICES

1-800-686-0101

### COMMUNITY OVERCOMING RELATIONSHIP ABUSE (CORA) - COMUNIDAD SUPERANDO EL ABUSO EN LAS RELACIONES

2211 Palm Avenue, San Mateo  
24-Hour Hotline: 800-300-1080

## HOUSING SERVICES SERVICIOS DE VIVIENDA

### HIP HOUSING

800 South Claremont Street, #210, San Mateo  
650-348-6660

### COMMUNITY LEGAL SERVICES

<https://clsepa.org/services/#housing>

1861 Bay Road, East Palo Alto  
650-326-6440

### LEGAL AID SOCIETY OF SAN MATEO COUNTY

<https://www.legalaidsmc.org/espanol>

330 Twin Dolphin Dr. #123, Redwood City  
650-558-0915  
Llamada Gratuita: 800-381-8898

### SAMARITAN HOUSE - CASA SAMARITANA

4031 Pacific Blvd, San Mateo  
Telefono: 650-341-4081

<https://samaritanhousesanmateo.org/>

Es NECESARIO registrarse en los servicios de despensa. You must register for services.

## MEDICAL SERVICIOS DE SALUD

### SAN MATEO COUNTY (SMC) HEALTH

San Mateo Medical Center  
222 W. 39th Avenue, San Mateo  
650-573-2222

<https://www.smchealth.org/smmc-find-location>

### SMC MOBILE CLINIC/CLINICA MOVIL

Call to find schedule/Llame para confirmar el horario:  
650-573-2786

**Immigrants' Resource Guide**  
**Guíade Recursos para Inmigrantes**  
**移民资源手册**

**Scan here**



**English**

**Escanear aquí**



**Español**

**在此扫描**



**简体中文**

[www.smcgov.org/ceo/immigrant-resource-guides](http://www.smcgov.org/ceo/immigrant-resource-guides)



**COUNTY OF SAN MATEO**  
**OFFICE OF COMMUNITY AFFAIRS**